

INSTRUCTIONS TO APPLICANTS

1. **Applicant should go through the [prospectus](#) uploaded in the site before applying for any courses.**
2. Candidates applying for admission to all courses under Centre for Professional and Advanced Studies (CPAS) should apply online and send a printout to the concerned institutions mentioned in the prospectus or before the last date mentioned. Original certificates/ mark list should be produced at the time of admission counseling. Copy of the same shall be produced at the time of admission.
3. Online submission of Application may be made by accessing the websites – www.cpas.ac.in or www.sme.edu.in .
4. Applications to NRI seats of B Tech courses under University College of Engineering, (UCE), Thodupuzha shall be made through separate portal provided in the site.
5. Applicant should register using **a valid e-mail id and a mobile number (applicant's or parent's number only)**. After registration a One-Time Password (OTP) will be sent to the mobile number and a confirmation link to email id given. Registration process will be completed by entering the OTP and confirming your mail id. Candidate may login using the username (e-mail) and the password already entered and complete the application process.
6. There will be 4 steps after successful login:
 - ☞ **Step 1.** Profile data – fill in the profile page.
 - ☞ **Step 2.** Academics – Plus two marks and related certificates including Class X details are filled here.
 - ☞ **Step 3.** Reservation details – Those who are claiming community reservation, Ward of Ex-servicemen reservation, NSS/NCC weightage, etc should make claim and upload required certificates.
 - ☞ **Step 4.** Apply courses. Here UG/PG/B.Ed courses are selected.
 - ☞ **Step 5.** Selection of Institution.
 - ☞ **Step 6.** Selection of institution and course. In the case of UG course particular courses are selected. In the case of PG and B.Ed qualifying degree details and marks are entered and then courses are selected. (Please select appropriate type of mark lists you are applying).

Note: Candidates should select and confirm the required centres before final submission of application. Editing of selected courses will be possible only for the centres selected by the candidates. Candidates are not permitted to add/edit course in unselected centres of that school in a later stage.
 - ☞ **Step 7. Payment of fee.** The fee should be paid to complete the application process. Application number is generated after the payment of fee only. The applicant has to remit **Rs. 500/-** as application Fee by online payment through the payment gateway. (**for SC/ST candidates Rs. 250/-**). **Rs. 750/- additional for NRI quota.**
7. The applicant should select the course/courses which he/she desires to study while applying online.
8. Applicant can apply to any number of eligible courses listed in Step 4 with single registration. But he/she has to pay separate application fee to each school (like SME, STAS, SALS, CAC etc).

9. The applicant is fully responsible for the details and marks entered in the application form. Any disparity in marks or claims noticed at the time of admission will result in the application being summarily rejected.
10. **The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and should keep it in safe custody till the end of allotment process.**
11. The applicant should ensure the following scanned copies/soft copies before starting the login process:
 - i) Photograph of size between 30 kb to 300kb in .jpg/.jpeg/.png format.
 - ii) Scanned signature of size between 10 to 100kb in jpg/.jpeg/.png format.
 - iii) Copies of mark lists and certificates in pdf format.
 - iv) Mark lists / Certificates of more than one page must be uploaded after merging them in to a single pdf file. There is no provision for uploading multiple files.
12. Copy of the printout of the Application form must be retained for future reference.
13. Applicant should ensure the following before sending the printout of the application form:
 - i) The photograph uploaded online and the photograph pasted in the printout of application form should be identical and properly self-attested.
 - ii) Copies of all mark lists and certificates uploaded should be enclosed with the print out sent to the college.**
 - iii) The print out should be signed by both applicant and parent in the space provided.
14. An email will be sent to the email id used for the registration purpose (user name) as well as an SMS to the registered mobile number in the case of any defect in the application. The candidate should rectify the error and resubmit the application. No memo will be sent by post from this office in the case of defective applications. The defects, if any, should be rectified before the cut-off date by the candidate. In that case hardcopy of the corrected application should be sent to the college.
15. The print out (Hard copy) of the application form should reach the offices concerned within 5days after the last date of online submission.
16. Incomplete forms will be rejected.
17. All admissions will be provisional till it is finalized by the CPAS.
18. The institution will not be responsible for delay in communication or late receipt of memo sent by the institution.